

# NEDAS VIRTUAL SYMPOSIUM

## SPEAKER GUIDELINES

### 1. CREATE A PROFESSIONAL LOOK

- Please dress in Business Casual attire, as recommended by Indeed [here](#).
- Avoid patterned clothing as it can be distracting on screen and may be distorted on camera.
- Be mindful of any accessories or jewelry if you are expressive with your hands as the noise and movement can be very distracting.
- If you have long hair, consider wearing it down to create a nice frame for your face.
- Double check the reflection on your glasses. Specialty lighting can reflect off of the surface of your lenses and cause a distracting reflection.
- If possible, use a head set or ear buds so the echo from your room is reduced and quality is improved.

### 2. SET YOUR 'STAGE'

- Lighting - Forward-facing natural light is your best friend, but we understand you can't always align near a window. Alternatively, grab a desk lamp or small tabletop lamp with a soft white colored light bulb to place behind your laptop. Test how the lighting is being picked up by your webcam and adjust accordingly. You will look your best when you illuminate your face and dim your background. If you would like to invest in a longer-term solution, many cost-effective circle lights are available for purchase on platforms including Amazon.
- Camera Angle - Prop up your laptop camera to be in line with your hairline, and angle the screen slightly pointed down at your eyes.
- Fill the Frame - Your face should fill the top half of the frame, leaving a few inches between the top of your head and frame, and your shoulders to fill out the bottom. When it comes to distance from the camera, being too close can actually distort your face, so keep a comfortable distance. See Image for reference.

### 3. TUNE-OUT DISTRACTIONS

- Double check any notification settings and disable any pop ups that may make noise or distract you and event attendees.
- Turn off any phone ringers including desktop and mobile phones
- When you are not speaking, put yourself on mute (and stay alert to ensure you put yourself off of mute when you do want/need to speak).
- Prepare in advance by communicating the severity of privacy to family during your presentation, close any windows to avoid outside noises, and clear any clutter in your space for the ultimate presentation zone!

# NEDAS VIRTUAL SYMPOSIUM

## SPEAKER GUIDELINES

### STREAMYARD INSTRUCTIONS

#### **BEFORE THE BROADCAST - make sure you have the following:**

- A laptop or desktop with a webcam and mic.
- A recent version of Chrome or Firefox.
- A strong internet connection. Just like Skype, you must have a strong internet connection for it to work well. If possible, connect to your router with an ethernet cable instead of using WiFi.
- We recommend wearing earbuds or headphones to prevent audio echoes.

If you don't have a laptop or desktop, then you can join on your phone. But the experience is usually best on a laptop/desktop. On Android, we recommend the Chrome browser. On iOS, you must use Safari.

If you're on iOS 14.2, we recommend updating your device before joining. iOS 14.2 has some issues with audio stuttering.

#### **JOINING THE BROADCAST - your link will be in the calendar invite and in email**

When the time comes, follow these steps to join the broadcast

- The host should provide you with a link before the show. Click the link and you'll be taken to their broadcast studio.
- Allow StreamYard to access your camera and mic.
- Make sure you have the correct camera and mic selected.
- Enter a display name. Use your actual name or the name of your company. Then enter the studio.
- The host will be informed that you've arrived. You won't be part of the broadcast until the host decides to add you in. The page will update to let you know when you've been added. Then everyone will be able to see and hear you. This is your time to shine!

Remember, the host asked you to join because they want to hear what you have to say. Have fun!

Any Issues - just text: 1.917.743.0931 - that is your host: Ilissa Miller